Business and Non-Instructional Operations

Administration and Supervision 3000
Administration and Supervision
Business 3100-3499
Budget
Administrative Regulations on Budget
Budget Adoption
Education Budget Implementation
Board of Education Control of Budget
Day-to-Day Budget Control
Expenditures
Purchasing
Income 3200
Miscellaneous Income
State Funds
Tuition Students
Materials Fee
Lost / Damaged Equipment
Decommission of Books and Equipment
Administrative Regulation on Decommission of Books and Equipment
Gifts, Grant, and Bequests
Gifts
Grants
Bequests
Expenditures 3300
Local Purchasing
Bids and Quotations
Purchase Orders
Administrative Regulations on Purchase Orders
Receiving Goods
Accounts 3400
System of Accounts
Classification of Expenditures
Periodic Reports
Quarterly Reports
Periodic Audit
Inventories
Monies in School Buildings
Non-Instructional Operations 3500-3999

Operations 3500

Operations and Maintenance of Plant
Use of Workplace Facilities, property, and Resources
Electronic Mail
Risk Management Policy Statement
Cell Phone Use
Electronic Communications use and Retention
Community use of School Facilities
Administrative Regulations on Community use of School Facilities
Lending School Owned Equipment
Administrative Regulations on Lending of School Owned Equipment
Stolen Personal Property
Safety and Security
Asbestos Control
Administrative Regulations on Asbestos Control
Pest Management
Identification Badges
Administrative Regulations on Identification Badges

Transportation 3600

Home to School Transportation 3610

Walk to School Distances
Contiguous Towns
Definitions
Administrative Regulations on Home to School Transportation
Buss Drills
Athletic Events
School Trips
Rental Vehicles
Transportation Complaints
Bus Accident with Children Aboard
Administrative Regulations on Bus Accident with Children Aboard
Authorized Transportation for Personnel

Food Service 3700

School Lunch Program
Free or Reduced Price Lunches
Food Sales Other Than National School Lunch Program
Vending Machines

Auxiliary Agencies 3800

Health Services
Health Supplies

Buildings 3900

School Construction
Naming of Facility
Playgrounds
Administrative Regulations on Playgrounds

Business and Non-Instructional Operations

ADMINISTRATION AND SUPERVISION 3000

The Director of Finance is responsible for the immediate operation of the Business section described herein and is directly responsible to the Superintendent of Schools for this function.

The Director of Operations is responsible for the immediate operation of the Non-Instructional Operations section described herein and is directly responsible to the Superintendent of Schools for this function.

Approved 8/27/04

Business and Non-Instructional Operations

BUSINESS 3100-3499

BUDGET 3100

The annual budget preparation process shall include broad-based participation and careful scrutiny of programs and expenditures to help the Board fulfill its responsibilities to the students, staff, and Town.

The Board, with the Superintendent, shall review

- current and proposed programs;
- Board goals;
- proposed budget options;
- designated obligations (State mandates, collective bargaining agreements, and population changes);
- conditional obligations (major maintenance projects, inflation, and utilities).

The Superintendent and the Director of Finance, shall estimate the funding levels necessary to implement

Board requirements.

The Board shall review projected costs, finalize requirements, establish a desirable budget amount, and specify parameters for the Superintendent to use in the development of a proposed budget.

Legal Reference: Connecticut General Statutes
10-51 Fiscal Year. Budget. Payments by member towns (regional school districts)
10-222 Appropriations and budget

Approved 8/27/04

Business and Non-Instructional Operations

Business

ADMINISTRATIVE REGULATIONS ON BUDGET 3100AR

Each fall the administration will develop a budget calendar for the ensuing fiscal year. The calendar will contain the dates on which various segments of the budget are due and dates on which administration, Board, and public will review these budget segments.

The budget development process will include:

- development of student enrollment;
- inspection of all buildings and grounds;
- Central Office review of estimated move-forward* costs;
- discussion of program and other changes that effect the budget;
- development of budget assumptions;
- initial budget review with principals;
- development of individual school budgets;
- development of departmental budgets;
- presentation of Superintendent's budget to the Board of Education;
- review and modifications by the Board of Education;
- review and recommendations by the Board of Selectmen;
- review and modifications by the Board of Finance; and
- review and modifications by the Representative Town Meeting.

* cost of running the school system in the following fiscal year without any changes to the program, staff, or operations; adjustments for enrollment and employee contracts are included in the move-forward budget

Individual Building Budgets

Individual building budgets shall be prepared by principals, in conjunction with staff and parents or guardians, so that educational decisions can be made as close to the students as possible, and in accordance with appropriations and other Board parameters.

Draft Budget

Central Office Administration shall review funding requirements and requests, and present to the Board the Superintendent's budget for the following fiscal year.

Meetings / Presentations

During the month of January, the Board will conduct meetings / presentations to review the proposed budget with the public.

Business and Non-Instructional Operations

Business

ADMINISTRATIVE REGULATIONS ON BUDGET (continued) **3100AR**

Vote

The Board shall vote on the complete budget at a meeting in January.

8/27/04

Business and Non-Instructional Operations

Business

Budget

BUDGET ADOPTION **3110**

The Board of Education formally adopts the school budget, with adjustments, if any, for the ensuing fiscal year following the annual budget meeting of the Representative Town Meeting held on the first Monday in May.

Legal Reference: Connecticut General Statutes
10-51 Regional schools; budget
10-222 Appropriations and budget

Approved 8/27/04

Business and Non-Instructional Operations

Business

Budget

EDUCATION BUDGET IMPLEMENTATION 3120

"No officer, board, commission, or department shall expend any sum for any purpose in excess of the amount appropriated by the Town for such purpose unless such expenditure shall first be approved by the Board of Finance and appropriate transfers in such budget shall have been made by the Board" (Charter of the Town of Fairfield).

The total amount which, may be expended during the fiscal year for the operation of the school system shall be set forth in the budget approved annually by the Representative Town Meeting.

Approved 8/27/04

Business and Non-Instructional Operations

Business

Budget

Education Budget Implementation

BOARD OF EDUCATION CONTROL OF BUDGET 3120.1

"Each local board of education shall prepare an itemized estimate of the cost of maintenance of public schools for the ensuing year and shall submit such estimate to the board of finance in each town or city having a board of finance, to the board of selectmen in each town having no board of finance or otherwise to the authority making appropriations for the school district, not later than two months preceding the

annual meeting at which appropriations are to be made. The money appropriated by any municipality for the maintenance of public schools shall be expended by and in the discretion of the board of education." Connecticut General Statutes 10-222a (excerpt)

Legal Reference: Connecticut General Statutes 10-222a

Approved 8/27/04

Business and Non-Instructional Operations

Business

Budget

Education Budget Implementation

DAY-TO-DAY BUDGET CONTROL 3120.2

The education budget shall serve as the control on expenditures. The Board of Education shall have overall responsibility for the education budget. The Superintendent shall be directly responsible to the Board for the administration of the education budget. The Superintendent maintains ultimate authority over all subordinates in matters of budget. The Director of Finance shall be directly responsible to the Superintendent for the day-to-day administration of the education budget. All subordinates of the Superintendent are directly accountable to the Director of Finance in procedural matters relating to finance. All Board of Education employees shall comply with the fiscal policies established by the Board.

In keeping with the need for periodic reconciliation of the operating budget of the Fairfield Public Schools, the Superintendent may authorize the Director of Finance to transfer funds within major categories. Only the Board, upon recommendation of the Superintendent, may authorize individual transfers of more than $10,000 between major classifications of accounts. All transfers made in such instances shall be announced at the regularly scheduled meeting of the Board. Only the Board, upon recommendation of the Superintendent, may authorize a series of transfers to or from a single account totaling more than $10,000 between major classifications of accounts.

Major classifications shall be defined as:

- Personnel Services
- Fixed Charges
- Pupil Personnel Expenses
- School Expenses
- Support Expenses

- Maintenance / Operation / Transportation
- Capital

Business and Non-Instructional Operations

Business

Budget

Education Budget Implementation

DAY-TO-DAY BUDGET CONTROL (continued) 3120.2

Examples of policy use:

The Superintendent could authorize a transfer of funds from school supplies to textbooks.

Only the Board could authorize the transfer of $10,000 or more (or a series of transfers totaling $10,000 or more) from teachers' salaries to textbooks.

Legal Reference: Connecticut General Statutes 10-222 Appropriations and budget (as amended by PA98-141)

Approved 8/27/04

Business and Non-Instructional Operations

Business

Budget

BUDGET CONTROL 3130

EXPENDITURES 3131

The Superintendent of Schools shall direct the expenditures of the various sums of money as allocated in the school budget and shall be responsible for the installation of a proper system of accounting whereby such expenditures shall be properly controlled.

Legal Reference: Connecticut General Statutes 10-222 Appropriations and budget

(as amended by PA 98-141)

Approved 8/27/04

Business and Non-Instructional Operations

Business

Budget

Budget Control

PURCHASING 3132

"The First Selectman and the Purchasing Agent, acting in conjunction, shall be the general purchasing authority of the Town. All supplies, materials, equipment and other commodities, contracts for public works or services, other than professional services, required by any department, office, agency, board, authority, or commission of the Town, including the Board of Education, shall be purchased by the Purchasing Authority on a requisition, in such form as the Selectman may prescribe, signed by the head of the department, office, agency, or chairman of the authority, board, commission, or committee." (Charter of the Town of Fairfield Article 12.8)

For implementation of procedures see Policy 3330 and the Administrative Regulations 3330AR.

Approved 8/27/04

Business and Non-Instructional Operations

Business

INCOME 3200

MISCELLANEOUS INCOME 3210

All miscellaneous income must be documented, deposited, and appropriately accounted for (e.g., utility rebates, tuition for other students, student activity funds).

Approved 8/27/04

Business and Non-Instructional Operations

Business

Income

STATE FUNDS **3220**

All state income shall be utilized for the intended purpose.

Approved 8/27/04

Business and Non-Instructional Operations

Business

Income

TUITION STUDENTS **3230**

Tuition students are not accepted in the Fairfield Public Schools except as may be required by Connecticut State Statutes.

Approved 8/27/04

Business and Non-Instructional Operations

Business

Income

MATERIALS FEES **3240**

When requests are made for curriculum or instructional materials developed by the Fairfield Public

Schools, fees may be charged in accordance with the type of materials and the cost of producing them.

The materials consumed for basic (required) learning activities shall be provided by the school.

The cost of materials consumed in elective courses by optional projects, i.e., industrial arts, that become the property of the student shall be borne by the student except for trimmings, fastening materials, finishing materials, process supplies, and waste factors.

Legal Reference: Connecticut General Statutes
1-15 Application for copies of public records
10-221 Boards of education to prescribe rules, policies, and procedures as amended by PA 97-290
10-228 Free textbooks, supplies, material, and equipment
10-228a Free textbooks, supplies, material, and equipment
10-229 Change of textbooks

Approved 8/27/04

Business and Non-Instructional Operations

Business

Income

LOST / DAMAGED EQUIPMENT 3241

Students shall be assessed the full replacement cost(s) for damaged facilities and lost or damaged equipment such as textbooks, lab equipment, etc.

CREF 5340 and 6413

Approved 8/27/04

Business and Non-Instructional Operations

Business

Income

DECOMMISSION OF BOOKS AND EQUIPMENT 3242

When equipment, books, and/or other media are in such a condition that they are no longer useful and/or useable they may be disposed of according to established Administrative Regulations.

Legal Reference: Connecticut General Statutes
10-220 Duties of boards of education
10-240 Control of schools
10-241 Powers of school districts

Approved 8/27/04

Business and Non-Instructional Operations

Business

Income

ADMINISTRATIVE REGULATIONS ON
DECOMMISSION OF BOOKS AND EQUIPMENT 3242AR

Textbooks and/or equipment no longer needed by the school district may be disposed of in accordance with the following procedures.

- The Library Media Specialist may determine the usefulness of a Library Media Center book and/ or other instructional media in regards to its disposal.

- The Principal or designee may determine the usefulness of equipment valued at one hundred dollars ($100) or more in regard to its disposal.

- In addition, the Director of Finance, Manager of Construction, Security, and Safety, Manager of Technology, and School Services Liaison may determine the usefulness of equipment valued at one hundred dollars ($100) or more in regards to its disposal.

Textbooks and/or equipment will be offered to:

1. any other school within the district;
2. all other departments within the Town of Fairfield;
3. sold at bid or open sale with all proceeds accruing to the Town of Fairfield;
4. if and when equipment, books, and/or other media are given to the PTA, the PTA may dispose of

them as they wish. Any monies received from said disposal may be retained in the PTA account; or

5. offered as a donation to needy students through a recognized non-profit organization.

8/27/04

Business and Non-Instructional Operations

Business

Income

GIFTS, GRANTS, AND BEQUESTS 3270

All gifts, grants, and bequests shall become the property of the Fairfield Public Schools.

Approved 8/27/04

Business and Non-Instructional Operations

Business

Income

Gifts, Grants, and Bequests

GIFTS 3270.1

All gifts and/or equipment offered to the Board of Education from PTAs, students, public-spirited citizens, and/or corporations must be approved by the administration before acceptance to ensure that the gifts do not create educational inequities among schools. Gifts offered from various sources will not be used to displace funds from the Board of Education budget.

In June of each year, the administration shall provide a report to the Board on gifts received by the schools.

Legal Reference: Connecticut General Statutes 7-194 Powers

Approved 8/27/04

Business and Non-Instructional Operations

Business

Income

Gifts, Grants, and Bequests

GRANTS **3270.2**

Where practical and cost effective, the administrative staff shall seek grants in order to implement program improvement recommendations. The Superintendent must approve all grant applications under $5000 and all grant applications over $5,000 must be approved by the Board.

Legal Reference: Connecticut General Statutes 7-194 Powers

Approved 8/27/04

Business and Non-Instructional Operations

Business

Income

Gifts, Grants, and Bequests

BEQUESTS **3270.3**

The Superintendent on behalf of the Board of Education shall accept bequests to the Fairfield Public Schools.

Legal Reference: Connecticut General Statutes
7-194 Powers
10-9 Bequests for educational purposes

Approved 8/27/04

Business and Non-Instructional Operations

Business

EXPENDITURES 3300

LOCAL PURCHASING 3310

Where the quality and price of services, products, and materials are substantially equivalent, awards should be made to the local agency or vendor assuming the award is not in conflict with Policy 3320 Bids and Quotations.

Approved 8/27/04

Business and Non-Instructional Operations

Business

Expenditures

BIDS AND QUOTATIONS 3320

Formal bids or multiple competitive price quotations will be solicited prior to vendor selection, as specified in the Charter of the Town of Fairfield.

Legal Reference: Charter of the Town of Fairfield

Approved 8/27/04

Business and Non-Instructional Operations

Business

Expenditures

PURCHASE ORDERS 3330

The Superintendent or designee is authorized to initiate purchases within the approved limitations of the budget. The following procedures govern the purchasing process:

- Purchase requisitions may be initiated by authorized members of the staff and, are subject to review to determine the propriety of the request and to assure that funds are available. Administrative Regulations on purchasing must be followed.
- The Director of Finance determines whether or not the necessary funds are available in order to cover the cost of the item or services requested and if such be the case, the purchase order is referred to the purchasing officer for further recording and mailing.
- In cases where the necessary funds are not available in an account, the matter is referred to the Superintendent of Schools or designee for final decision.

Approved 8/27/04

Business and Non-Instructional Operations

Business

Expenditures

ADMINISTRATIVE REGULATIONS ON
PURCHASE ORDERS **3330AR**

The following procedures should be followed when initiating a purchase order.

Price quote sheets ARE required for orders whether it is a single item or a group of items for amounts between $1,000 - $7,500. For example, one desk priced at $1,000 requires three or more quotes.

Formal bids MUST be completed for orders over $7,500 whether it is a single item or a group of items and are handled through the Business Office. For example, a set of tables and chairs priced at $7,500. Professional services are not subject to bid regulations.

All Capital Equipment purchases are to be made through the Business Office unless you have been directed otherwise.

For all computer and peripheral equipment, contact the Manager of Technology at 255-8367.

For all other equipment, contact the School Services Liaison at 255-8306.

Price quote sheets ARE NOT required for the following circumstances:

- items that are available from one vendor only (single source). For example, most textbooks, educational materials, professional services, or consultants;
- single item purchases up to $1,000 (must buy at the best price available); and
- vendors that have been awarded "bid winner" for a particular item on one of the following contract agreements: Town of Fairfield, State of Connecticut, Region #15, or Wescon. The State Contract number or Consortium Contract number must be provided on the purchase order.

8/27/04

Business and Non-Instructional Operations

Business

Expenditures

RECEIVING GOODS **3340**

The Superintendent, through the School Services Liaison, shall institute the proper receipt and storage of goods purchased.

Approved 8/27/04

Business and Non-Instructional Operations

Business

ACCOUNTS **3400**

SYSTEM OF ACCOUNTS **3410**

The Superintendent, through the Director of Finance, shall keep a system of accounts in accordance with Connecticut General Statutes and the requirements of the Connecticut State Department of Education.

Legal Reference: Connecticut General Statutes 10-222b

Approved 8/27/04

Business and Non-Instructional Operations

Business

Accounts

CLASSIFICATION OF EXPENDITURES 3420

The expenditures for the district shall be classified according to the guidelines set forth by the Connecticut General Statutes and the Connecticut State Department of Education.

Legal Reference: Financial Accounting Classifications and Standard Terminology for Local and State School Systems

Approved 8/27/04

Business and Non-Instructional Operations

Business

Accounts

PERIODIC REPORTS 3430

FINANCIAL STATEMENTS 3431

MONTHLY REPORTS 3431.1

The Superintendent or designee shall make a written expenditure report to the Board at regular meetings.

Approved 8/27/04

Business and Non-Instructional Operations

Business

Accounts

Periodic Reports

Financial Statements

QUARTERLY REPORTS 3431.2

The Superintendent, through the Director of Finance, provides a quarterly report to the Board of Education on expenditures in major account categories.

Approved 8/27/04

Business and Non-Instructional Operations

Business

Accounts

Periodic Reports

PERIODIC AUDIT 3433

A periodic audit is required by the Connecticut General Statutes and a report by the auditors is included in the Annual Report of the Town of Fairfield. Included in the audit are the individual school accounts, the Board of Education operating budget, the school lunch account, and special state and federal accounts.

Legal Reference: Connecticut General Statutes
7-392 Making of audits
7-393 Working papers of accountant; preservation for inspection
10-260a Auditing of state grants for public education

Approved 8/27/04

Business and Non-Instructional Operations

Business

Accounts

INVENTORIES 3440

A periodic inventory is taken of equipment.

Inventories are kept up-to-date within the limitation of available staff and equipment or material involved.

Approved 8/27/04

Business and Non-Instructional Operations

Business

Accounts

MONIES IN SCHOOL BUILDINGS 3450

Other than authorized revolving funds or petty cash accounts, no monies shall be left overnight in any school building except in totally secured safes or vaults.

Approved 8/27/04

Business and Non-Instructional Operations

NON-INSTRUCTIONAL OPERATIONS 3500 - 3999

OPERATIONS 3500

OPERATION AND MAINTENANCE OF PLANT 3510

The Board of Education shall maintain an adequate program of building operation and maintenance.

The Superintendent or designee shall develop a five (5) year facilities maintenance plan, which shall be updated annually.

The Manager of Facilities is directly responsible for the supervision of the maintenance and operation of

plant and shall report to the Director of Operations.

Legal Reference: Connecticut General Statutes 10-203 Sanitation

Approved 8/27/04

Business and Non-Instructional Operations

Non-Instructional Operations

Operations

USE OF WORKPLACE FACILITIES, PROPERTY, AND RESOURCES 3520

The Board of Education gives notice to all employees that school system facilities, property, and resources are provided for uses, which are consistent with the employee's job responsibilities. Other uses of school system facilities, property, and resources require prior written approval of the Reservation Office, with the exception of reasonable personal use. Employees may not use school facilities for profit-making enterprises such as tutoring instruction without prior written approval from the Central Office Administration.

CREF 4250

Approved 8/27/04

Fairfield Board of Education
Fairfield, Connecticut

NOTICE

ELECTRONIC MAIL 3530

This policy also serves as the required posting notice.

Electronic Mail is provided to members of the staff primarily for the purpose of conducting the business of the school system and fulfilling one's work responsibilities. The Board of Education encourages the use of electronic mail services to share information, to improve communication, and to exchange ideas.

Occasional non-commercial, personal use (within reason) is allowed.

Freedom of Information Regulations apply to information maintained and/or communicated electronically as well as to information maintained or communicated on other media. Users should exercise extreme caution in using e-mail to communicate confidential or sensitive matters.

Network administrators may review files and communications to maintain system integrity and to ensure that staff members are using the system responsibly. Users should not expect that files stored on district servers will be private.

E-mail should be read by the person to whom it is addressed. It is not to be read by any staff member, including those with sufficient computer system privileges. However, users should be aware that on occasion, network and computer operations personnel, system administrators, and personnel conducting audits may, during the performance of their duties, inadvertently see the contents of e-mail messages. They are not permitted to disclose or otherwise use what they may have seen except as required legally or in an extreme emergency. Management, however, reserves the right to periodically monitor employees' use of any electronic system.

All employees are expected to conduct themselves with the same integrity and personal demeanor in electronic communications as in face-to-face dealings with one another.

Any use perceived to be illegal, harassing, offensive, or in violation of other policies could be the basis for disciplinary action including restriction of access to the system, up to and including termination of employment.

ELECTRONIC MAIL (continued) 3530

The following examples are behaviors not permitted on district networks:

- Abuse or any deliberate attempt to disrupt computer resources.
- Any attempt to break into computer resources at the Board of Education or other sites.
- Extreme network etiquette violations including mail that degrades, demeans, or harasses other individuals or uses obscene language.
- Engaging in practices that threaten the network (e.g., loading files that may introduce a virus).
- Violating copyright laws.
- Use of e-mail for commercial, private, or personal business purposes.
- Sharing of one's e-mail account or access password.
- Trespassing in others' folders, documents, or files.
- Assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition.
- Other behaviors in violation of district policy or regulations.

- Chain mail such as jokes, greeting cards, and religious media.

Violations will result in appropriate disciplinary action(s).

The law also provides that, where electronic monitoring may produce evidence of misconduct, the school district may use electronic monitoring without prior notice when the Board or Superintendent have reasonable grounds to believe employees of the school system are engaged in conduct that (1) violates the law, (2) violates the legal rights of the Board of Education or other employees, (3) creates a hostile work environment, or (4) violates Board policy or regulation.

Questions about electronic monitoring in the workplace should be directed to the Superintendent of Schools or members of the administrative staff.

Legal Reference: Connecticut General Statutes
The Freedom of Information Act
PA 98-142 An Act Requiring Notice to Employees of Electronic Monitoring by Employees

CREF 4240

Approved 8/27/04

Business and Non-Instructional Operations

Business

RISK MANAGEMENT POLICY STATEMENT
3534

The Town of Fairfield and the Fairfield Board of Education recognize their responsibility to manage public funds in a responsible manner, which includes identifying, addressing and appropriately managing any risks that may affect (1) the safety and well-being of its employees and citizens, (2) its financial stability, (3) its ability to achieve its mission of providing services to citizens, or (4) its ability to maintain an excellent community.

The Town of Fairfield and the Fairfield Board of Education further recognize that, as a public entity providing a wide range of services, it engages in operations that may carry significant risk, and that are also subject to disruption. Although risks are unavoidable, the Town of Fairfield and the Fairfield Board of Education consider no loss or interruption of services to be acceptable.

Therefore, Safety Committees have been established and empowered to assess the risks that may arise from or affect the Town of Fairfield and the Fairfield Board of Education’s operations and activities on behalf of

its citizens, and to make recommendations to the First Selectman and/or Superintendent of Schools concerning those risks. All Town of Fairfield and Fairfield Board of Education operations are required to cooperate with the Safety Committees in this effort.

Approved 8/26/2008

Business and Non-Instructional Operations

Non-Instructional Operations

Operations

CELL PHONE USE 3540

The district provides cell phones to selected employees in order to carry out activities directly related to their job responsibilities. Cell phones may not be used while driving a vehicle unless the cell phone is operated using a hands-free device. If a hands-free device is not available, the vehicle must be stopped while communicating by cell phone.

All cell phone accounts are managed by the Business Office, including, arrangements for calling plan, type of telephone instrument, and any and all other arrangements with an equipment or service provider. District cell phones may not be purchased through individual school budgets or other school accounts.

Cell phones shall be used only by the individual to whom it is issued and are restricted from personal use (both incoming and outgoing) except in the case of bona fide emergencies.

The loss or theft of a cell phone shall be reported immediately to the Business Office.

CREF 4245

Approved 8/27/04

Business and Non-Instructional Operations

Non-Instructional Operations

Operations

ELECTRONIC COMMUNICATIONS USE AND RETENTION 3543

This policy applies to the retention, storage, and destruction of electronic information and records within the District but does not supersede any state or federal laws, or any other District policies regarding confidentiality, information dissemination, or standards of conduct. Generally, electronic information should be used only for legitimate District business; however, brief and occasional e-mail messages may be sent and received pursuant to policies 4118.5, 4235 and 4240.

Electronic communications is transmittal of a communication between two or more computers or electronic devices, whether or not the message is converted to hard copy format, whether or not the message is viewed upon receipt or stored for later retrieval, and whether or not the transmittal is through a local, district or global computer network.

Electronic communications, including records made with other software and sent in e-mail, which are sent or received by the Board of Education or District employees pertaining to the business of the schools may be subject to public disclosure and inspection as public records under the Connecticut Freedom of Information Act and discovery in litigation as evidence in support of a claim.

Use of electronic mail should conform to the same standards of judgment, propriety and ethics as other forms of school business-related communications**.**

The District is obligated to respect and, where necessary, to protect confidential data. The Board recognizes technical and legal limitations may restrict the District's ability to protect confidentiality. Electronic communication is recognized as similar to a paper document for legal purposes. The Board understands it may be legally compelled to disclose electronic information including business or personal use of e-mail to community members in accordance with the Freedom of Information Act. Such information will be disclosed to governmental authorities or, in the context of litigation, to other third parties. E-mail may also contain information that should be retained in the official records of the District.

Board of Education
Policy Guide

Business and Non-Instructional Operations

Non-Instructional Operations

Operations

ELECTRONIC COMMUNICATIONS USE AND RETENTION (continued) 3543

Electronic communication on District computers or electronic communication systems shall be retained only as long as necessary. The same record retention policy that applies to paper records applies to electronically stored information, including e-mail communications. Therefore, like paper records, the content and function of an electronic record, including e-mail communications, determines the retention period for that document and will be retained in accordance with the *Management and Retention Guide for State and Municipal Government Agencies* (General Letter 98-1) administered by the Connecticut State Library, Public Records Administrator.

In addition to the Board's retention guidelines, all District employees have a duty to preserve all paper records and electronic information, including records and electronic information that might otherwise be deleted or destroyed, that relate to any matter that is currently in litigation or may be anticipated to involve litigation. The Superintendent or his/her designee shall develop administrative regulations to preserve such records and electronically stored information that could potentially be related to any matter currently in litigation or which may be anticipated to result in future litigation.

The responsible authority for the maintenance and security of records shall be the Superintendent of Schools or his/her designee. The Superintendent shall designate a Records Custodian who will be responsible for implementation of District policies and administrative regulations pertaining to the preservation of paper records and electronically stored information, including e-mails and to respond to requests to inspect electronic mail pursuant to the Freedom of Information Act.

When security of certain financial, student, and other confidential information must be maintained, employees shall take appropriate security measures such as the use of personal identification passwords and/or encryption codes. Employees shall safeguard the confidentiality of passwords and codes and shall take reasonable steps to insure that computer terminals do not become available for unauthorized use.

Users are responsible for appropriate access to and use of electronic mail systems. Illegal or improper use of the electronic mail systems, including, but not limited to, pornography, obscenity, harassment, solicitation, gambling and violating copyright or intellectual property rights are prohibited.

ELECTRONIC COMMUNICATIONS USE AND RETENTION (continued) 3543

Use of the electronic mail systems for which the District will incur an expense without written permission of a supervisor is prohibited.

Violation of this policy shall constitute just cause for appropriate disciplinary action.

(cf. 4118.4/4218.4 – Electronic Monitoring)
(cf. 4118.5/4218.5 – Acceptable Computer Network Use)
(cf. 9327 – Electronic Mail Communications)
(cf. 9330 – Board/School District Records)
(cf. 5125 – Student Records; Confidentiality)

Legal Reference: Connecticut General Statutes
The Freedom of Information Act.
1-15 Application for copies of public records.
1-200 Definitions.
1-210 to 1-213 Access to public records.
1-211 Access to computer stored records.
1-214 Public contracts as part of public records.
1-225 to 1-240 Meetings of public agencies.
7-109 Destruction of documents.
10-15b Access of parent or guardians to student's records.
10-154a Professional communications between teacher or nurse & student.
10-209 Records not to be public.
10-221 Boards of education to prescribe rules.
11-8a Retention, destruction and transfer of documents.
11-8b Transfer or disposal of public records. State Library Board to adopt regulations.
31-48d Employers engaged in electronic monitoring required to give prior notice to employees.
46b-56 (e) Access to Records of Minors.
Connecticut Public Records Administration Schedule V - Disposition of Education Records (Revised 1983).

Board of Education
Policy Guide

Business and Non-Instructional Operations

Non-Instructional Operations

Operations

ELECTRONIC COMMUNICATIONS USE AND RETENTION (continued) 3543

General Letters 98-1, 96-2 and 2001-1 of the Public Records Administrator Record Retention Schedules Towns, Municipalities, and Boards of Education.

Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C.1232g.).

Department of Education 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Education Provisions Act (20 U.S.C. 1232g) parent and student privacy and other rights with respect to educational records, as amended 11/21/96.

Rules 34 and 45 of the Federal Rules of Civil Procedure (2006 Amendments).

USA Patriot Act of 2001, PL 107-56, 115 Stat. 272, Sec 507, 18 U. S.C. §2332b(g)(5)(B) and 2331.

PL 107-110 “No Child Left Behind Act of 2001” Sections 5208 and 9528.

Approved 10/27/2009

Business and Non-Instructional Operations

Non-Instructional Operations

Operations

BUILDINGS 3550

COMMUNITY USE OF SCHOOL FACILITIES 3551

Since school buildings and grounds are public property, the Board of Education may make them available for purposes other than education when they are not in use for school purposes.

School buildings and grounds shall be open for use by the public subject to such regulations as shall from time to time be established by the administration. The Reservation Office, 255-8374, may be contacted for a copy of the current regulations.

Such use shall not interfere with the educational program of the school, and representatives of the public using the school property shall ensure its reasonable use.

Legal Reference: Connecticut General Statutes
10-239 Use of school facilities for other purposes
PA 97-290 An Act Enhancing Educational Choices and Opportunities

CREF 1510

Approved 8/27/04

Business and Non-Instructional Operations

Non-Instructional Operations

Operations

Buildings

ADMINISTRATIVE REGULATIONS ON
COMMUNITY USE OF SCHOOL FACILITIES 3551AR

The use of all school facilities and grounds must be confirmed in writing by the Reservation Office, located at Central Office, at least seven (7) days in advance of the event. The Superintendent or designee retains the right to refuse the use of facilities when it is deemed not in the best interest of the school district.

SECTION I

Application to Reserve Use of School Facilities

- When to Apply: Minimum of seven (7) days in advance

- How to Begin: Call 255-8374 to ascertain availability of the facility
- Where to Apply: *Request For Use Of School Facilities Forms* are available at Central Office, 501 Kings Highway East, and at all school offices
- At Signing: Certificate of insurance must be provided for events that require insurance
- Deposit: 50% of estimated fee must accompany the completed application

Scheduled Use of School Facilities

When space is available, and school operations are not effected, the scheduled use of Fairfield Public Schools facilities may be made available to the organizations listed below in priority order (groups with 100% Fairfield residents are given priority over other groups of the same type).

1. Programs sponsored by the Fairfield Public Schools including Board of Education meetings, adult education, summer programs, and PTA events
2. Programs sanctioned by the school district to provide before and after school day care for Fairfield students
3. Town bodies such as RTM, Board of Finance, and Board of Selectmen
4. Recreation Department programs, including Fairfield Boy Scouts and Girl Scouts; Police Athletic League
5. Recreation Department summer programs
6. Fairfield YMCA summer programs

Business and Non-Instructional Operations

Non-Instructional Operations

Operations

Buildings

ADMINISTRATIVE REGULATIONS ON
COMMUNITY USE OF SCHOOL FACILITIES (continued) 3551AR

Section I (continued)

Scheduled Use of School Facilities (continued)

7. Programs sponsored by Fairfield residents
8. Programs of Fairfield based not-for-profit organizations
9. Summer programs (for-profit) managed by Fairfield Public School teachers with 100% Fairfield residents as participants, but not sponsored by Fairfield Public Schools with prior written approval by

the Central Office Administration
10. Programs of non-Fairfield based not-for-profit organizations with prior written approval by the Central Office Administration, as space is available, may reserve space no more than sixty (60) days in advance

Payments

Checks are to be made payable to the Fairfield Public Schools and mailed to P.O. Box 320189, Fairfield, CT 06825. Bills will be rendered within thirty (30) days of the activity and payment is due immediately upon receipt of the bill. Organizations owing money to the Fairfield Public Schools for previous school building use are not eligible for future school building use until all their outstanding invoices are resolved.

Cancellations

The public school program has first priority in the use of facilities. In the event that a conflict should develop, the Fairfield Public Schools reserves the right and will make every effort to cancel the reservations at least seven (7) days in advance of the scheduled date. Renting organizations may cancel confirmed reservations without penalty no less than seven (7) business days prior to the event. All costs incurred through tardy cancellation notification must be paid by the renting organization.

Auditoriums

Auditorium approval is site specific. Due to the frequent use of school auditoriums by the Fairfield Public Schools, the Reservations Office must obtain clearance from multiple departments such as music and drama and/or the school administration before approval.

Business and Non-Instructional Operations

Non-Instructional Operations

Operations

Buildings

ADMINISTRATIVE REGULATIONS ON
COMMUNITY USE OF SCHOOL FACILITIES (continued) 3551AR

Section I (continued)

Stage Scenery / Equipment

Stage scenery may be left overnight by making arrangements with the custodian. The Renter shall assume full responsibility. All of the scenery must be stored at rear of backdrop or wings. When available,

microphone, slide projector, and/or overhead projector will be provided if requested in advance. Stage and spot lighting require the services of stage personnel as determined by the principal or designee.

On-Site Personnel

It is required that a person designated by the Fairfield Public Schools as responsible for the building be on site at all times during building use. This individual is responsible for the opening and security of the building, turning the lights, electricity, heat, and air conditioning on and off, providing access to items such as microphones, washroom facilities, etc., and shall remain available to respond to emergencies in which the building is involved.

Restrictions and Prohibitions

- Illegal substances are prohibited.
- Smoking is prohibited.
- Alcoholic beverages are prohibited.
- Private parties are prohibited.
- Private professional services are prohibited.
- Events that present a major risk will not be permitted e.g., martial arts, live animals, contact sports, (wrestling, boxing, etc.) except when a bona fide part of the school curriculum.
- Individuals, organizations, or events whose activities are of a subversive nature, engender racial or religious prejudices, or are inimical to democracy will not be permitted.
- Non-Fairfield for profit businesses and organizations will not be permitted.

Business and Non-Instructional Operations

Non-Instructional Operations

Operations

Buildings

ADMINISTRATIVE REGULATIONS ON
COMMUNITY USE OF SCHOOL FACILITIES (continued) 3551AR

Section I (continued)

Supervision

Usage must be strictly limited to the activity and space listed in the application. Adult supervision is required throughout all youth programs by the Renter or their designee. If the Renter is not in attendance at

each function, a designee must be assigned to supervise. (Minimum standard is one adult per thirty (30) children.) The Renter must be at least twenty-one (21) years of age and a bona-fide resident of the Town of Fairfield.

Liability Insurance Requirements

Organizations or persons renting facilities from the Board of Education will be required to provide the following minimum insurance containing the language described below in items #1 and #2.

1. Commercial General Liability: One million dollars ($1,000,000) combined single limit per occurrence for bodily injury, personal injury, and property damage. Coverage shall include, Premises and Operations, Independent Contractors, Products and Completed Operations, Contractual Liability, and Broad Form Property Damage Coverage.

The following provisions must apply:

- the Town of Fairfield, Fairfield Board of Education, its officers, officials, employees, agents, Boards, and Commissions shall be named as **Additional Insured**. The coverage shall contain no special limitations on the scope of protection afforded to the Town of Fairfield;
- the outside group shall assume any and all deductibles in the described insurance policies; and
- the outside group's insurer shall have no right of recovery or subrogation against the Town and the described insurance shall be primary coverage.

Business and Non-Instructional Operations

Non-Instructional Operations

Operations

Buildings

ADMINISTRATIVE REGULATIONS ON
COMMUNITY USE OF SCHOOL FACILITIES (continued) 3551AR

Section I (continued)

Liability Insurance Requirements (continued)

2. A Separate Policy for and in the Name of the Town of Fairfield and Fairfield Board of Education: The Town of Fairfield requires that a separate policy be purchased for and in the name of

the Town to cover the specific event. The limit of this policy shall be one million dollars ($1,000,000) and include general liability and product / completed operations liability.

In addition to the provisions set forth in items #1 and #2, the following may also be required:

- an umbrella policy providing additional limits depending on the nature of the event; and/or
- if the organization will be using any outside vendors at the event, certificates of insurance conforming to the above will be required from the vendor as well as the Renter.

Non-Interference

The Renter's operation shall not interfere in any manner with the school's use or maintenance of the facility or infringe upon the normal method of operation. The Renter agrees that a determination by the Superintendent of the Fairfield Public Schools (or appropriate designee) will be accepted as final in evaluating activities which infringe on the rights of others and that the Renter will fully comply with any decisions in this matter. In addition, the Renter shall make every effort to ensure that all school equipment and facilities are maintained in the condition in which they were issued.

Damages

Renters of school facilities must assume full responsibility for any damage to the property or loss of equipment.

Business and Non-Instructional Operations

Non-Instructional Operations

Operations

Buildings

ADMINISTRATIVE REGULATIONS ON
COMMUNITY USE OF SCHOOL FACILITIES (continued) **3551AR**

Properties

Schools shall not be responsible for damage or theft of Renter's properties left unsupervised on the premises.

Waiver

If it's determined that any of the previous regulations are not applicable to a particular function, it will be at the discretion of the Superintendent of the Fairfield Public Schools or the Superintendent's designee to waive said regulations.

SECTION II

Custodial Services

The regular custodian on duty will open doors and turn on lights. Additional custodial service for any special arrangements such as additional chairs, desks, and equipment or any function / event serving food is required. An additional custodian is required on site at the elementary and middle schools if one hundred fifty (150) attendees are anticipated and/or three (3) separate rental activities take place at one time (the cost of the additional services will be proportionately divided among the renting groups). At the high schools, an additional custodian is required on site if three hundred (300) attendees are anticipated and/or three (3) separate rental activities take place at the same time (the cost of the additional services will be proportionately divided among the renting groups).

At all levels, an additional custodian is required for every one hundred fifty (150) anticipated attendees in addition to the above. The principal or designee will determine the personnel needs.

Kitchen Use

Arrangements for cafeteria workers and use of kitchen facilities and/or equipment must be made through the district's Food Services Office and are available only during the school calendar year. Reservations can be made by calling 255-8370. A CAFETERIA WORKER IS REQUIRED WHEN SCHOOL KITCHENS AND/OR EQUIPMENT ARE USED.

Business and Non-Instructional Operations

Non-Instructional Operations

Operations

Buildings

ADMINISTRATIVE REGULATIONS ON
COMMUNITY USE OF SCHOOL FACILITIES (continued) 3551AR

Section II (continued)

Fire Protection

On-site uniformed Fire Department personnel are required for events and will be determined by the Fire

Department. Basic guidelines:

- over five hundred (500) persons attending = one (1) Firefighter;
- over one thousand (1,000) persons attending = two (2) Firefighters;
- for every two hundred fifty (250) persons over one thousand (1,000) attending = one (1) additional Firefighter; and
- final determination is made by the Fire Marshall's Office based on the nature of the event.

The Renter will contact the Fire Department. In the event of a cancellation, the Renter must cancel by calling the Fire Marshall's Office at 254-4720 or be responsible for payment to the Fire Department.

The use of any open flame, smoke producing, or pyrotechnic device or effect is NOT allowed except by special permit. Inquiry must be made to the Fire Marshall's Office well in advance of the event date.

Any arrangement of seating or performing areas other than the usual fixed facilities must be reviewed by the Fire Marshall's Office for conformance to safety regulations.

Police Presence

The Reservations Office will advise prospective renters regarding the possible necessity of police presence. The Renter must make arrangements with the Police Department by calling 254-4830 when the anticipated crowd necessitates police security. The Police Department will determine the number of officers needed.

Business and Non-Instructional Operations

Non-Instructional Operations

Operations

Buildings

ADMINISTRATIVE REGULATIONS ON
COMMUNITY USE OF SCHOOL FACILITIES (continued) 3551AR
SECTION III

Rental Classification and Rates are per day or per hour as noted. Fairfield Not-for-Profit organizations using the same facility for the same use multiple times within a fiscal year will be capped at $5000 per fiscal year.

SCHOOL	AREA	I Fairfield Not-for-Profit Hourly	II Fairfield Profit; Out-of-Town Not-for-Profit Daily
Central Office	Board Room	$ 50/hr.	$1,000
Elementary	Cafeteria / APR	$ 25/hr.	$ 500

	Gymnasium	$ 25/hr.	$ 500
	Single Classroom*	$ 20/hr.	$ 400
	Grounds	$ 25/hr.	$ 500
Middle	Auditorium**	$100/hr.	$2,500
	Cafeteria	$ 35/hr.	$1,000
	Gymnasium	$ 35/hr.	$1,000
	Single Classroom*	$ 20/hr.	$ 400
	Grounds	$ 25/hr.	$ 500
High	Auditorium**	$100/hr.	$2,500
	Cafeteria	$ 35/hr.	$1,500
	Gymnasium	$ 35/hr.	$1,000
	Faculty Dining Room	$ 15/hr.	$ 300
	Single Classroom*	$ 20/hr.	$ 400
	Grounds	$ 50/hr.	$1,000
	Turf Field	$ 75/hr.	$ 150/hr.
	*set-up fees $100 per day per room		
	** Auditorium approval is site specific		

Notes:

1. Faculty members renting the facilities for profit making programs that enhance the education of Fairfield students will be charged $50 per hour of use.
2. School sponsored activities, scouting groups, before and after school site specific day care centers, elected or appointed Town Boards, Committees and Commissions will not be assessed rental fees or overtime custodial fees. Overtime custodial costs will be paid by the Board of Education.
3. Bona fide Community Groups (as registered in the Selectman's Office) and Fairfield Not for Profit (501(c) (3)) using the facility during regular custodial hours will not be charged a rental fee. Custodial fees will apply if the event goes past 11:00 p.m. on a weeknight, the event occurs on a weekend; the event serves food; the event requires special arrangements (i.e. additional chairs, desks, equipment or reconfiguration of the room).
4. Fairfield-based non-profit (501(c) (3) organizations) will be charged a fee as per Column I. A copy of the 501(c) (3) letter must be attached to the application. Personnel fees may apply (see Personnel Rates).
5. Beginning July 1, 2007, school donations or student scholarships will no longer be considered as criteria for fee waivers.

Business and Non-Instructional Operations

Non-Instructional Operations

Operations

Buildings

ADMINISTRATIVE REGULATIONS ON COMMUNITY USE OF SCHOOL FACILITIES (continued) 3551AR

Section III (continued)

Column II Charges

Profit-making Fairfield organizations and non-profit non-Fairfield organizations will be charged a fee as per Column II. Personnel fees may apply (see Personnel Rates).

Personnel Rates

Custodial Services / Grounds Crew

Outside of normal working hours, the approximate rate is $35.00 per hour except for Sundays and holidays when the approximate rate is $45.00 per hour. There is a three (3) hour minimum charge.

Cafeteria Workers

Outside of normal working hours, the approximate rate is $39.00 per hour except for Sundays and holidays when the approximate rate is $52.00 per hour. There is a three (3) hour minimum charge. Prices do not include the cost of food.

Fire Protection

Approximate rates are $57.00 per hour. There is a three (3) hour minimum on Mondays - Thursdays and a four (4) hour minimum on Saturdays, Sundays, and holidays.

Police Presence

Approximate rates are $57.00 per hour. There is a four (4) hour minimum required.

Technical Assistant

Computer technicians and others may be available upon request. Fees to be determined.

Revised 8/29/2006
Revised 1/17/2007
Revised 4/4/07
Revised 6/13/2007
Revised 7/08/09

Business and Non-Instructional Operations

Non-Instructional Operations

Operations

Buildings

LENDING SCHOOL-OWNED EQUIPMENT 3552

District-owned equipment shall not be loaned for personal use.

Students and staff may remove district equipment from district property only when it is necessary to accomplish tasks directly connected with school assignments, job responsibilities, or serve educational purposes.

Administrators may restrict the removal or loan of any item or type of equipment from district property.

The appropriate administrator must approve all loans (e.g., Principal, Manager of Technology).

When district equipment is loaned, the borrower shall be responsible for any damage or loss of the equipment, regardless of fault.

Approved 8/27/04

Business and Non-Instructional Operations

Non-Instructional Operations

Operations

Buildings

ADMINISTRATIVE REGULATIONS ON
LENDING SCHOOL-OWNED EQUIPMENT 3552AR

District owned equipment may be loaned to employees as follows:

- A *Loan of Equipment Request Form* must be completed.
- Examples of equipment that will not be loaned:
  § copy machines;
  § CTX projectors;
  § desktop computers excluding those allocated to IT or administrative staff for at-home support of district resources;
  § network printers;
  § servers, switches, hubs, and all other network equipment;

§ smart boards; and
§ any other item building administrators do not want to be removed from their buildings.

- It is strongly recommended that when employees borrow items of substantial value, such as laptops, they cover the item with appropriate insurance.

8/27/04

Business and Non-Instructional Operations

Non-Instructional Operations

Operations

Buildings

STOLEN PERSONAL PROPERTY 3553

If an item is stolen or damaged in school, and the item belongs to a student or staff member, neither the Town nor the Board is liable for that item. The only exception would be when a student or staff member brings in an item for limited school use (e.g., needed one time only) at the written request of an administrator. However, items that replicate system-provided capabilities, such as laptops owned by staff members, would not be covered.

Approved 8/27/04

Business and Non-Instructional Operations

Non-Instructional Operations

Operations

SAFETY AND SECURITY 3560

The Board shall guard against accidents by taking necessary precautions to protect the safety of students, employees, visitors, and others present on district property or at school-sponsored events.

The Board shall comply with all safety requirements established by governmental authorities and insist that its staff adhere to recommended safety practices pertaining to the school plant, special areas of instruction,

student transportation, and school sports.

The Director of Operations shall be responsible for originating and enforcing safety regulations and procedures in school facilities and on school grounds.

The Deputy Superintendent shall be responsible for the supervision of an Emergency Protocol Manual and shall direct all personnel to cooperate with state, local, and insurance officials in the completion of fire safety inspections.

District safety rules and regulations are developed for students, employees, visitors, and others present on district property or at school-sponsored events for their protection. These rules and regulations are to be considered directive in nature and applicable to all. The district will maintain an Emergency Protocol Manual consisting of administrative guidelines that have been developed to describe actions to be taken if an emergency presents itself in the community or in a particular school.

All accidents involving the staff and students occurring on school property shall be reported to the Director of Operations on the prescribed form, giving details of the accident. Reports of serious accidents shall be communicated to the Superintendent and the Board.

Legal Reference: Connecticut General Statutes
10-203 Sanitation
10-207 Duties of medical advisors
10-231 Fire drills
29-389 Stairways and fire escapes on certain buildings

Approved 8/27/04

Business and Non-Instructional Operations

Non-Instructional Operations

Operations

Safety and Security

ASBESTOS CONTROL 3562

It is required that parents or guardians, teachers, and employee organizations be annually informed in writing of the availability of management plans.

The school district will implement and maintain procedures necessary to comply with the Asbestos Hazard

Emergency Response Act of 1986 (AHERA).

The Superintendent of Schools or designee shall develop regulations on the disturbance of these materials in the schools, including substituting, when possible, non-asbestos materials for asbestos materials.

Legal Reference: Connecticut General Statutes
Section 19a-329 through 19a-333
The Asbestos Hazard Emergency Response Act of 1986 (AHERA)

Approved 8/27/04

Business and Non-Instructional Operations

Non-Instructional Operations

Operations

Safety and Security

ADMINISTRATIVE REGULATIONS ON
ASBESTOS CONTROL **3562AR**

To the extent asbestos materials are present in the buildings, the Superintendent shall adopt the following practices based on AHERA, EPA, and DPH guidelines:

- Use specifically accredited / certified persons to conduct inspections, as well as all laboratory tests, as required on all school buildings for asbestos-containing material.
- Submit proper ten (10) day notification document to the State of Connecticut that is filed and recorded.
- Take appropriate action to control the release of asbestos fibers, upon completion of inspection.
- Provide mandatory air clearance testing by a specifically accredited / certified person.
- Describe corrective steps and long-range maintenance in a management plan, to be made available to all concerned persons and filed with the Department of Public Health.
- Post warning(s) on all areas containing asbestos, and send appropriate written notice to parents or guardians and employees, apprising them of the conditions and/or work.
- Keep all records, licenses, waste manifests, laboratory tests, and associated paperwork filed with the project and kept with the Maintenance Department and Principal’s Office.

Any further information concerning the school district’s procedures for asbestos control can be found in Central Office.

8/27/04

Board of Education
Policy Guide

Business and Non-Instructional Operations

Non-Instructional Operations

Operations

Safety and Security

PEST MANAGEMENT / PESTICIDE APPLICATION 3563

The Board of Education believes that structural and landscape pests can pose significant hazards to people, property, and the environment. Pests are living organisms such as plants, animals, or microorganisms that interfere with human uses for the school site. Strategies for managing pest populations will be influenced by the pest species and the degree to which that population poses a threat to people, property, or the environment. Further, the Board also believes that pesticides can pose hazards to people, property, and the environment. The intent of this policy is to ensure the health and safety of students, teachers, staff, and all others using district buildings and grounds.

The goal of this pest management program is to manage pests in order to:

- enhance the quality of life, and to provide a safe and healthy learning environment for students, staff, and others;
- reduce any potential human health hazard and/or to protect against a significant threat to public safety;
- prevent loss or damage to school structures or property;
- prevent pests from spreading in the community or to plant and animal populations beyond the site.

The school district shall incorporate Integrated Pest Management procedures (IPM) to manage structural and landscape pests and the toxic chemicals for their control in order to alleviate pest problems with the least possible hazard to people, property, and the environment. Integrated Pest Management (IPM) is the coordinated use of pest and environmental information with available pest control methods to prevent unacceptable levels of pest damage by the most economical means with the least possible hazard.

IPM procedures will determine when to control pests and whether to use mechanical, physical, chemical, or biological means. Chemical controls shall be used as a last resort. This policy establishes that the school district shall use pesticides only after consideration of the full range of alternatives, including no action,

based upon an analysis of the environmental effects, safety, effectiveness, and costs. The Manager of Facilities shall be responsible to implement Integrated Pest Management (IPM) procedures and to coordinate communications with hired contractors utilized by the district to control a pest problem.

Board of Education
Policy Guide

Business and Non-Instructional Operations

Non-Instructional Operations

Operations

Safety and Security

PEST MANAGEMENT / PESTICIDE APPLICATION (continued) 3563

Whenever it is deemed necessary to use a chemical substance, the school district will provide notification to all parents or guardians and staff from the target site(s) who have registered for advance notification. Parents or guardians and staff requesting advance notification will be notified as soon as possible of such intended use by any method practicable. Notices shall also be posted in designated target areas within the school or on school grounds at least twenty-four (24) hours prior to the application except in emergency situations.

At the beginning of each school year and at the time a student is registered, parents or guardians shall be informed of the district's pest management policy.

Information regarding pesticides used and areas treated shall be maintained for a period of five (5) years at the school site and made available to the public and staff upon request. The district shall establish and maintain accurate records of all chemical use and their storage locations.

Pesticide applications shall be limited to non-school hours and when activities are not taking place in the area requiring treatment.

Legal Reference: Connecticut General Statutes

22a-46 Short title: Connecticut Pesticide Control Act

22a-54 Pesticide applicators, certification, classification, notice, fees, reciprocity; financial responsibility; aircraft, tree, public employee applicators

22a-58 Records to be kept by distributors and applicators

23-61b Licensing for arboriculture; examination; fees; renewal; suspension, revocation. Nonresidents. Records. Pesticides

PA 99-165 An Act Concerning Notice of Pesticide Application in Schools and Day Care Centers

Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) 7 US Code 136 et seq.

Approved 8/27/04
Approved 11/27/07

Business and Non-Instructional Operations

Non-Instructional Operations

Operations

Safety and Security

IDENTIFICATION BADGES 3564

Each employee will be provided with an identification badge. The badges contain the employee picture, name, and location of employment. Badges are color coded by location.

Employees must wear the badges at all times when on school premises or during school activities. All badges must be worn in plain sight.

The Administrative Regulations contain the procedures for obtaining an employee identification badge for either the first time or as a replacement.

Approved 8/27/04

Business and Non-Instructional Operations

Non-Instructional Operations

Operations

Safety and Security

ADMINISTRATIVE REGULATIONS ON IDENTIFICATION BADGES 3564AR

Replacement Badge

Employees are expected to wear their security identification badges at all times. If you lose, misplace, or damage your badge or require a replacement ID badge for any other reason, please follow the procedure below:

1. Employee immediately reports to supervisor or designee that his badge has been lost, misplaced, damaged, or other.

2. The supervisor or designee provides the employee with a temporary identification badge to use while the replacement badge is processed. The supervisor or designee is to obtain the original badge from the employee if damaged.

3. The supervisor or designee sends an e-mail to the Human Resources department staff processing new hires with the subject line of the e-mail containing the phrase **"REPLACEMENT BADGE REQUEST"**. If the e-mail does not contain this exact phrase in the subject line, the request for a replacement badge may not be received.

4. The Human Resources department staff will send the replacement badge via interoffice mail to the school's main office secretary where the employee can turn in the temporary badge and pick up the replacement badge.

Please note: The Business Office reserves the right to charge a fee after one (1) replacement badge has been issued.

Terminating Employees

Any staff member who terminates employment with Fairfield Public Schools shall surrender their employee identification badge to their supervisor or designee at the end of their last date of employment. It is the supervisor's or designee's responsibility to collect the badge and destroy it.

Business and Non-Instructional Operations

Non-Instructional Operations

Operations

Safety and Security

ADMINISTRATIVE REGULATIONS ON IDENTIFICATION BADGES (continued) **3564AR_**

New Hires

All new employees will be photographed and badges provided as part of their application and contract acceptance procedure through the Human Resources department. Should a staff member not receive a badge before their first day, the school or department will issue a temporary badge until such time as a new badge is issued.

Badge Identification Colors

Red: Board of Education Members

Central Office Employees

Multi-site Employees
Maintenance Department

Blue: School Staff and Faculty
School Custodial Staff
Tutors

Green with Picture: Interns
Long Term Substitutes

Green without Picture: Student Teachers (who are not interns)

Substitutes

TBD: Yellow

8/27/04

Business and Non-Instructional Operations

Non-Instructional Operations

TRANSPORTATION 3600

HOME TO SCHOOL TRANSPORTATION 3610

WALK TO SCHOOL DISTANCES 3610.1

School bus transportation shall be provided for students living in excess of the following walking distances from their neighborhood schools:

- elementary ¾ mile;
- middle 1 mile; and
- high 1 ½ mile.

Students living within the above referenced walking distances shall be provided school bus transportation if required by the applicable provisions of Sections 3610.2, 3610.3, and 3610AR.

Students living within the established walking distances may be provided transportation on a space available basis in accordance with Section 3610AR, "Courtesy Rides".

Legal Reference: Connecticut General Statutes
10-186 Duties of local and regional boards of education
10-220 Duties of boards of education
14-275 Equipment and color of school buses
14-275a Use of standard school bus required, when
14-275b Transportation of handicapped students
14-275c Regulations re school buses and motor vehicles used to transport special education students
14-276a(c) Town/school district may require its school bus operators to have completed a safety training course
14-280 Letters and signals to be concealed when not used in transporting children. Signs on other vehicles

Approved 8/27/04

Business and Non-Instructional Operations

Non-Instructional Operations

Transportation

Home to School Transportation

CONTIGUOUS TOWNS **3610.2**

The Fairfield Board of Education will not provide transportation for students attending elementary or secondary non-public schools in contiguous school districts except for students whose placement in said school is for special education purposes or other requirements of state law such as vocational schools.

Legal Reference: Connecticut General Statutes
10-186 Duties of local and regional boards of education
10-220 Duties of boards of education
14-275 Equipment and color of school buses
14-275a Use of standard school bus required, when
14-275b Transportation of handicapped students
14-275c Regulations re school buses and motor vehicles used to transport special education students
14-276a(c) Town/school district may require its school bus operators to have completed a safety training course
14-280 Letters and signals to be concealed when not used in transporting children. Signs on other vehicles

Approved 8/27/04

Business and Non-Instructional Operations

Non-Instructional Operations

Transportation

Home to School Transportation

DEFINITIONS **3610.3**

Walking Distance is the linear measure of a prescribed or authorized pedestrian route between the pupil's residence and his school from a point at the curb or edge of a public road or highway nearest the pupil's residence to a designated point at each school site. The "designated point" is a point on the curb in the parking lot closest to the front door of the building except for Holland Hill and Tomlinson which will be a point on the curb on the road closest to the front door of the building. "One mile walking distance" means a reasonable measurement of a route to be traversed extending from the point of measurement at least 5,280 feet.

Bus Stop is a geographical location designated by the Board of Education or a designated administrator where pupils can safely wait for the purposes of boarding or disembarking a school bus. Permanent school bus stops will not be established for regular school transportation grades K-12, which cause school buses to enter cul-de-sacs, unless this provision results in students walking greater than the established distance for their grade level.

Raised walk area or sidewalk means a portion of the landscaped right of way at least three (3) feet wide, usually parallel to the traffic lanes which, may be paved or unpaved, distinguished by some elevation above the street pavement level and marked by curbing, drainage ditch, grass area, or fencing; apart from and independent of any white line safety markings along the street pavement.

Student is a child enrolled in the Fairfield Public Schools and/or a child for whom the Board of Education is required to provide bus transportation under either Connecticut General Statutes or the terms of this policy.

Business and Non-Instructional Operations

Non-Instructional Operations

Transportation

Home to School Transportation

DEFINITIONS (continued) 3610.3

Legal Reference: Connecticut General Statutes
10-186 Duties of local and regional boards of education
10-220 Duties of boards of education
14-275 Equipment and color of school buses
14-275a Use of standard school bus required, when
14-275b Transportation of handicapped students
14-275c Regulations re school buses and motor vehicles used to transport special education students
14-276a(c) Town/school district may require its school bus operators to have completed a safety training course

14-280 Letters and signals to be concealed when not used in transporting children.
Signs on other vehicles

Approved 8/27/04

Business and Non-Instructional Operations

Non-Instructional Operations

Transportation

ADMINISTRATIVE REGULATIONS ON
HOME TO SCHOOL TRANSPORTATION **3610AR**

Courtesy Rides

A courtesy ride is transportation provided to students who live within walk zones upon request of the parent or guardian.

- Rides may be available when capacity permits while leaving some empty seats to accommodate changes in student loads, students moving into the school, shifts in bus routes, and other unknowns.
- Courtesy rides are assigned for only one (1) school year at a time. Students, who were courtesy riders at the end of the prior school year, receive a form to apply for a courtesy ride for the following school year for the same school. Requests from returning riders living furthest from school will be accommodated first and have a priority over new requests.
- If bus ridership increases during any school year, courtesy ride permission may be withdrawn.
- New courtesy applications must be received no later than August 1st to be considered for the first week of school.
- New courtesy riders, who apply prior to August 1st, will be granted rides by giving priority among new requests to those who live furthest from the school. After August 1st, rides will be granted in the order in which they are received.
- Students, who apply after August 1st, and those who cannot be accommodated by the first week of school, will be notified AFTER the third week of school of seat availability.
- Courtesy rides are only available at scheduled stops where students are already being picked up and/or dropped off.

Bus Stop Schedules and Rider Eligibility

Bus stop schedules will be published in local newspapers on approximately August 15th of each year.

Names of students who are entitled to school transportation may be verified in school offices and the

Transportation Office two (2) weeks prior to the beginning of school.

The list of street addresses showing ride eligibility is available at any time in all schools, the Transportation Office, and Central Office.

Business and Non-Instructional Operations

Non-Instructional Operations

Transportation

ADMINISTRATIVE REGULATIONS ON
HOME TO SCHOOL TRANSPORTATION (continued) 3610AR

Requests to Change Bus Stops

The school administration and the bus company have reviewed all bus stops. In addition, many stops have been reviewed by the Board of Education's Transportation Safety Advisors.

Requests to change a bus stop location and/or add / delete a stop must be made in writing. In responding to such requests, student safety is the primary criteria. Changing a bus stop is a complex process; such changes require a physical examination by an authorized school system representative and a consultation with the bus contractor. If a change is granted, each family is notified. The bus route is then reviewed and modified.

Requests for a change for non-safety issues (day care, visibility of stop from home, etc.) will only be made upon agreement of all families at the stop or if no other students are involved.

Hazardous Conditions

A. The maximum walking distances from home to school or to a prescribed point of embarkation are the following:

- elementary ¾ mile;
- middle 1 mile; and
- high 1 ½ mile.

Any walking route to either the bus stop or the school, which is in excess of the above distances, shall be hazardous.

B. Any street or road having an adjacent or parallel sidewalk or raised walk area shall be deemed hazardous when any one of the following conditions exist:

- for pupils in grades Kindergarten through 5, absence of pedestrian crossing light or crossing

guard where three (3) or more streets intersect, and at street crossings where there are no stop signs or crossing guards and the traffic count during the time that pupils are walking to or from school exceeds sixty (60) vehicles per hour at the intersection;

Business and Non-Instructional Operations

Non-Instructional Operations

Transportation

ADMINISTRATIVE REGULATIONS ON
HOME TO SCHOOL TRANSPORTATION (continued) 3610AR

Hazardous Conditions (Section B continued)

- for pupils enrolled in grades 6 through 12, the absence of a traffic light, stop signs, or crossing guard where three (3) or more streets intersect and has a traffic count which exceeds ninety (90) vehicles per hour during the time that pupils are walking to or from school;
- for all pupils, any street, road, or highway with speed limits in excess of forty (40) miles per hour which do not have pedestrian crossing lights, crossing guards, or other safety provisions at points where pupils must cross when going to or from school or the bus stop; or
- for all pupils, the usual or frequent presence of any nuisance such as open manholes, construction, snow plowed or piled on the walk area making walkways unusable, loading zones where delivery trucks are permitted to park on walkways, commercial entrances and exits where cars are crossing walking areas at speeds in excess of five (5) miles per hour, and the like, including such nuisance which is hazardous or attractive to children.

C. Any street, road, or highway which has no sidewalks or raised walk areas shall be deemed hazardous if any one of the following conditions exist:

- for pupils in grades Kindergarten through 5, any street, road, or highway possessing a traffic count of sixty (60) or more vehicles per hour at the time that pupils are walking to or from school;
- for all pupils, the presence of man-made hazards including attractive nuisances, as stated in Section B, fourth bullet;
- for all pupils, any roadway available to vehicles that does not have a minimum width of twenty-two (22) feet;
- for all pupils, any roadway available to vehicles when plowed free of snow accumulations, does not have a minimum width of twenty (20) feet; or
- for all pupils in grades Kindergarten through 5, any street, road, or highway possessing a speed limit in excess of thirty (30) miles per hour.

D. Any street, road, or highway which has no sidewalks or raised walk areas shall be deemed hazardous when the line-of-sight visibility together with posted speed limits do not permit vehicular braking / stopping in accordance with the Connecticut Department of Motor Vehicles, Connecticut Department of

Transportation, or other reasonable standard.

Business and Non-Instructional Operations

Non-Instructional Operations

Transportation

ADMINISTRATIVE REGULATIONS ON
HOME TO SCHOOL TRANSPORTATION (continued) 3610AR

Hazardous Conditions

E. Any walkway, path, or bridge in an area adjacent or parallel to railroad tracks shall be considered hazardous unless a suitable physical barrier along the entire pedestrian route is present and fixed between pupils and the track; and any crossing of railroad tracks that carry moving trains during the hours that pupils are walking to or from school shall be deemed hazardous unless:

- a crossing guard is present; or
- an automatic control bar is present at crossings used by pupils under age ten (10) or a bar or red flashing signal light is operational when the crossing is used by pupils over ten (10) years of age.

F. A lake, pond, stream, culvert, waterway, or bridge shall be deemed a hazard in the absence of a fence or other suitable barrier fixed between the pupil and the water.

G. Any area adjacent to a roadway, walkway, sidewalk, or bridge having a drop of three (3) or more feet per four (4) feet of travel length on either side of the established lanes, the absence of a fence or other suitable barrier shall be deemed hazardous for pupils in grades Kindergarten through 8.

H. Any street, road, walkway, sidewalk, or path designated as a walking route for all school pupils which passes through an area which has a history of aggressive acts of molestation resulting in actual or threatened physical harm or moral degradation during the hours when pupils ordinarily walk to or from school shall be deemed hazardous.

Special Exceptions

Kindergarten students who receive transportation both to and from school will embark and disembark as near their residence as practical during the kindergarten-only school bus transportation. At all other times, these students will utilize the normally planned stops.

Pupils possessing physical handicaps and/or health conditions rendering them unable to walk to either the bus stop or school, as determined by their physician, the school medical advisor, and/or the PPT process, shall receive appropriate transportation.

Business and Non-Instructional Operations

Non-Instructional Operations

Transportation

ADMINISTRATIVE REGULATIONS ON
HOME TO SCHOOL TRANSPORTATION (continued) 3610AR

Special Exceptions (continued)

Transportation services for special education pupils shall be determined on an individual basis.

Exception

The administration may grant an exception to any provision of these regulations wherein a particular condition or combination of conditions renders such condition(s) a hazard based upon reasonable judgment.

Late Buses

The transportation contract contains a provision that financially penalizes the bus company when buses are substantially late. Schools and others should use the *Transportation: Deviation from Schedule Log Form* to notify the Fairfield Transportation Supervisor of any lateness that may result in a financial penalty to the bus company.

> NOTE: These regulations are applicable to private roads approved for passage of school transportation vehicles in accordance with Connecticut General Statutes 10-220c.

8/27/04

Business and Non-Instructional Operations

Non-Instructional Operations

Transportation

BUS DRILLS 3615

The Board recognizes that orderly and rapid evacuation of a school bus in an emergency may prevent injury or death of students.

The bus contractor shall be responsible for seeing that each bus driver instructs students regarding safe evacuation of the bus in an emergency. This shall include instruction on the use of both emergency doors and windows if appropriate.

The Transportation Supervisor, along with school principals, shall establish a calendar for providing drills as set forth in the Connecticut State Statutes: "At least twice during each school year, each pupil shall be instructed in safe riding practices, and participate in emergency evacuation drills. Precautions shall be taken to prevent accidental injuries. Responsibility for compliance with this section shall rest with the school administration."

Legal Reference: Connecticut General Statutes 14-275c-16 Pupil instruction (Motor Vehicle Section)

Approved 8/27/04

Business and Non-Instructional Operations

Non-Instructional Operations

Transportation

ATHLETIC AND SCHOOL TRIP TRANSPORTATION 3620

ATHLETIC EVENTS 3620.1

Transportation for athletic events may be fulfilled by private transportation companies on a unit trip basis, or through other non-contracted transportation arrangements.

Approved 8/27/04

Business and Non-Instructional Operations

Non-Instructional Operations

Transportation

Athletic and School Trip Transportation

SCHOOL TRIPS **3620.2**

School trips may be arranged with the incumbent home-to-school bus contractor or other commercially available public transit vehicles.

Approved 8/27/04

Business and Non-Instructional Operations

Non-Instructional Operations

Transportation

Athletic and School Trip Transportation

RENTAL VEHICLES **3620.3**

Rental of vehicles for specific purposes shall conform to all Connecticut Motor Vehicle Department regulations regarding the transportation of school children and licensing requirements for public service operations.

Approved 8/27/04

Business and Non-Instructional Operations

Non-Instructional Operations

Transportation

TRANSPORTATION COMPLAINTS **3630**

All complaints concerning school transportation safety will be made to the Transportation Supervisor. The Supervisor will maintain a written record of all such complaints, and will conduct appropriate investigations of the allegations.

The Superintendent or designee will provide the commissioner of Motor Vehicles with a copy of the written record of complaints within thirty (30) days of the end of the school year. A copy of the

communication will be shared with the Board.

Legal Reference: Connecticut General Statutes 10-221c Development of policy for reporting complaints re school transportation safety

Approved 8/27/04

Business and Non-Instructional Operations

Non-Instructional Operations

Transportation

BUS ACCIDENT WITH CHILDREN ABOARD 3640

In the event of an accident (which includes any kind of impact), the bus driver shall immediately contact the emergency services dispatcher (911) by cell phone, radio, or other means and inform him of the location of the accident, and provide information on injuries, if any. The bus driver shall then contact the bus depot and follow the current procedures as stated in the Administrative Regulations. The driver shall remain at the accident scene until a representative arrives from the bus contractor's office.

In the event of a mechanical breakdown the students shall remain under the control of the bus driver until a replacement vehicle arrives or the problem is corrected.

Approved 8/27/04

Business and Non-Instructional Operations

Non-Instructional Operations

Transportation

ADMINISTRATIVE REGULATIONS ON
BUS ACCIDENT WITH CHILDREN ABOARD 3640AR

In the event of an accident (which includes any kind of impact), the bus driver shall immediately contact the emergency services dispatcher (911) by cell phone, radio, or other means and inform them of the location of the accident, and provide information on injuries, if any. The bus driver shall then contact the

bus depot and follow the current procedures as stated in these Administrative Regulations. The driver shall remain at the accident scene until a representative arrives from the bus contractor's office.

If necessary, the Fairfield Police Department or bus depot will contact emergency medical services for appropriate action.

The bus driver should assist the Police, EMS, or a Fairfield Public School liaison to confirm names of all students and note any injuries.

The Fairfield Public School Transportation department will then contact the principal and Central Office, providing all pertinent information.

Bus drivers are not to release students to parents or guardians until directed by an administrator or the Fairfield Police Department.

The Superintendent or designee will arrange, if necessary, alternate transportation from the scene of the accident to home or school, as appropriate.

If injuries are minor, the children are transported back to the school where the school nurse will evaluate them and treat or refer them as necessary. The nurse will then complete accident reports for any students treated. If there are major injuries, a Fairfield Public School liaison will be sent to the hospital where he would contact the families and remain there to greet and offer support. No medical information would be provided. The Fairfield Public School liaison would then update the Superintendent, Principal, and Central Office.

The principal will confirm that all families have been notified.

The Superintendent or designee will contact the Board of Education and mobilize support. The Superintendent or designee will coordinate notification to the school community and the press.

Business and Non-Instructional Operations

Non-Instructional Operations

Transportation

ADMINISTRATIVE REGULATIONS ON
BUS ACCIDENT WITH CHILDREN ABOARD (continued) 3640AR

In the event an accident occurs on a field, sports, or other trip not during regular school hours, the adult in charge will be responsible for seeing that the accident procedures are followed.

Students are not permitted to leave the school group during the trip unless prior written permission from a parent or guardian is received (CREF 6330AR).

8/27/04

Business and Non-Instructional Operations

Non-Instructional Operations

Transportation

AUTHORIZED TRANSPORTATION FOR PERSONNEL 3650

Authorized personnel will receive transportation allowances for expenses incurred in the performance of their duties.

Approved 8/27/04

Business and Non-Instructional Operations

Non-Instructional Operations

FOOD SERVICE 3700

SCHOOL LUNCH PROGRAM 3710

The Board shall operate and maintain a school lunch program, which shall function in accordance with State and Federal program requirements. The program, insofar as possible, shall be self-supporting.

The Supervisor of Food Services shall be responsible for the immediate operation and supervision of the school lunch program and shall report to the Director of Operations.

Approved 8/27/04

Business and Non-Instructional Operations

Non-Instructional Operations

Food Service

School Lunch Program

FREE OR REDUCED PRICE LUNCHES 3711

The Fairfield Public Schools may participate in the National School Lunch Program. Authorization is granted to the Superintendent of Schools or designee to act on behalf of the Board for purposes of participating in this program. All applicable state and federal guidelines will be followed.

The Supervisor of Food Services shall be designated as the official who will review applications and make determinations of eligibility. The Director of Operations will hear appeals when a parent or guardian is dissatisfied with the administration's decision.

The Supervisor of Food Services shall send a letter outlining the eligibility criteria and a form on which to make application for free meals to the parent or guardian of children who may be eligible. This shall be done at the beginning of each school year and whenever there is a change in eligibility criteria.

Legal Reference: Connecticut General Statutes
10-215 Lunches, breakfasts and other feeding programs for public school children and employees
10-215b Duties of state board of education re feeding program
10-215b-1 Competitive foods
10-216 Payment of expenses
State Board of Education Regulations

Approved 8/27/04

Business and Non-Instructional Operations

Non-Instructional Operations

Food Service

School Lunch Program

FOOD SALES OTHER THAN NATIONAL SCHOOL LUNCH PROGRAM 3712

The Board recognizes that good nutrition is essential to peak academic performance for students and to long-term health. The Board supports nutrition programs and nutrition education as an integral part of a high-quality education.

To ensure that foods served at schools address modern nutritional needs and to protect the health of students, the principal will address control over the sale of non-cafeteria / competitive food. For the purposes of this policy, "competitive food" means any food that is sold in competition with the school lunch program.

The district will permit vending machines and the sale of competitive foods in the middle and high schools in accordance with this policy and Policy 3720 Vending Machines.

Schools will not offer to sell other non-cafeteria / competitive foods to students on campus from one-half (1/2) hour before the first lunch period to one-half (1/2) hour after the last lunch period.

The principal, School Cafeteria Supervisor, and Supervisor of Food Services are responsible for ensuring that foods from vending machines and other non-cafeteria / competitive foods are sold in compliance with federal guidelines, state statute, and district policy.

Legal Reference: Connecticut General Statutes
10-215b-1 and -23 Duties of state boards of education re feeding programs
National School Lunch Program and School Breakfast Program; Competitive Foods. (7 CFR Parts 210 and 220, Federal Register, Vol. 45, No. 20, Tuesday, January 29, 1980, pp. 6758-6772)

Approved 8/27/04

Business and Non-Instructional Operations

Non-Instructional Operations

Food Service

VENDING MACHINES 3720

The Board of Education has determined that there shall be no installations of vending machines except as approved by the Superintendent of Schools or designee. Vending machines are operated as a revenue-producing endeavor and as a convenience for students, staff, and patrons. All revenue produced from this source shall be deposited in the designated fund as approved by the Board of Education, Superintendent of Schools, or designee.

Legal Reference: State Board of Education Regulations 10-215b-1 Competitive foods

Approved 8/27/04

Business and Non-Instructional Operations

Non-Instructional Operations

AUXILIARY AGENCIES 3800

HEALTH SERVICES 3810

From time to time, the Superintendent shall request the Town Health Officer to make such recommendations regarding school facilities and procedures that ensure the health and safety of students and staff in the Fairfield Public Schools.

Approved 8/27/04

Business and Non-Instructional Operations

Non-Instructional Operations

Auxiliary Agencies

HEALTH SUPPLIES 3820

Funds for the acquisition of health supplies shall be budgeted as part of the Board's appropriation.

These materials will be provided to the nurses at all buildings.

Approved 8/27/04

Business and Non-Instructional Operations

Non-Instructional Operations

BUILDINGS 3900

SCHOOL CONSTRUCTION 3910

Preparation and processing of the necessary forms for State and Federal aid shall be the responsibility of the Director of Operations.

The Director of Operations and the Manager of Construction, Security, and Safety shall inspect and report to the Superintendent or designee the status of all new construction and equipment before final approval by the Board of Education.

Approved 8/27/04

Business and Non-Instructional Operations

Non-Instructional Operations

Buildings 3900

Naming of Facility 3901

The Board of Education shall be solely responsible for naming all school buildings and components of school buildings. The components within a school that may be considered for naming include auditoriums, libraries, gymnasiums, athletic facilities and facilities of like stature.

Although not binding, it is the intent of this policy that when considering naming a school or school component strong consideration shall be given to names of persons who have made a significant contribution to education or the Town of Fairfield. Final approval will rest with the Board of Education.

Policy adopted:
5/23/06

Business and Non-Instructional Operations

Non-Instructional Operations

Buildings

PLAYGROUNDS 3920

Existing Playgrounds

Playgrounds are a part of the elementary school's outdoor recreational facilities. However, they are not a required school facility.

The Fairfield Public School's maintenance department is responsible for safety inspections and general maintenance of the playgrounds. Using funds budgeted specifically for playground maintenance and safety, the district's staff has been able to provide regular maintenance and certain repairs. When major components of a playground are beyond repair, the practice has been for the district to remove the unsafe equipment. When funds are available, the district provides a nominal contribution towards the cost of replacement.

In addition, a substantial investment of public funds and resources is provided through the Board's maintenance department and the Town's Public Works in the form of labor and materials. They have been responsible for items such as site renovation around playgrounds, ground cover with long-lasting material specifically designed to absorb impact and resist decay, erosion barriers, and installation of new equipment.

New Playgrounds at Existing Schools

When new playgrounds are constructed at school sites, internal maintenance crews currently support the "heavy work" for the installation of playgrounds. They will dig curtain drains and footings, and provide ground cover and erosion barriers to contain the ground cover. They are often responsible to remove old playground equipment and old footings.

These playgrounds become subject to local building codes or regulations. When installed as part of a school building project, the playground also comes under the scrutiny of the Connecticut State Department of Education. Additionally, the United States Consumer Product Safety Commission and the Americans with Disabilities Act provide certain standards and requirements for playgrounds.

Approved 8/27/04

Business and Non-Instructional Operations

Non-Instructional Operations

Buildings

ADMINISTRATIVE REGULATIONS ON PLAYGROUNDS 3920AR

In order to ensure the safety and consistency of Fairfield's school playgrounds, the following administrative regulations are established:

- All playgrounds installed on school property must meet all safety, code, and accessibility standards and/or regulations.

- The Superintendent of Schools or a designee must approve the design, materials, components, and installation of any new playground or playground renovation.

- In the interest of safety and reduction of maintenance costs, wooden structures or components will no longer be installed. All new installations and/or replacements of segments must be constructed of plastic or other synthetic materials.

- Prior to the replacement or installation of any playground, written plans shall be provided to the Board's maintenance department for review. At its discretion, the district will provide the assistance of a design professional for the project review.

- Plans will be reviewed for appropriateness of equipment, design of structure, placement on property, and method of installation.

- Once a playground is installed at a school, it becomes the responsibility of the Fairfield Public Schools. The Fairfield Public Schools retains the right to modify, remove, or replace any playground equipment located on school property.

The Future of Playgrounds

- The construction, replacement, or upgrade of elementary school playgrounds will be recommended as part of any of the following elementary school construction projects:

  1. Code compliance projects;
  2. Projects to construct a new or re-opened school;
  3. Projects to update core facilities; or
  4. Projects to expand or update elementary schools.

Business and Non-Instructional Operations

Non-Instructional Operations

Buildings

ADMINISTRATIVE REGULATIONS ON PLAYGROUNDS 3920AR (continued)

- When parent groups desire to “build” or renovate a playground, and the project is approved by a designated administrator, seed money of approximately $5,000 will be provided. These funds will be used to defray the cost of professional design assistance, ground cover, erosion control, and other materials or services used in the playground installation process.

  Additional funds may be provided to schools based on the number of AFDC applicants attending the school as compared to other schools in the district.

8/27/04